

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 16-77

5 December 1977

To: All Training Officers of the Agency

## FREEDOM OF INFORMATION/PRIVACY ACT SEMINAR

### DESCRIPTION

The Freedom of Information/Privacy Act Seminar is designed to familiarize Agency Information and Privacy Officers and Coordinators with the FOI/PA laws and exemptions and the procedures for processing requests. The participants will gain experience with the process of releasing, denying and sanitizing information, using requests received by the Agency.

The Seminar is open to all FOI/PA Officers and Coordinators from all parts of the Agency. The Seminar is intended for those individuals who spend at least 20 percent of their time in these capacities and have been recently assigned this duty.

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|-------------------------------|---------------------------------|
| <u>DATES OF OFFERING:</u>     | 26-27 January 1978              |
| <u>LENGTH:</u>                | Two days, full-time             |
| <u>PLACE:</u>                 | Chamber of Commerce<br>Building |
| <u>CLASS SIZE:</u>            | 25 Students                     |
| <u>SPECIAL REQUIREMENTS:</u>  | Pre-course work,<br>2-4 hours   |
| <u>REGISTRATION DEADLINE:</u> | No later than<br>9 January 1978 |

For additional information concerning the course, call OTR/RRB,

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